

SECRETARY

The chief function of the GAWN Secretary is to attend all Board meetings, special election meetings, and the annual planning meeting (retreat) to take minutes. If unable to attend, notify the Chair and arrange for backup to take minutes. Attendance at all board meetings is expected.

MONTHLY LUNCHEON MEETING

BEFORE:

- None.

DURING:

- Assist guests and members with introductions.
- Provide assistance as necessary.
- 15 minutes before the end of the meeting, gather DHP envelopes off tables, tally amount, and condense it into one envelope.

AFTER:

- Provide the DHP representative with the envelope.

MONTHLY BOARD MEETING

BEFORE:

- Ensure that final copy of minutes to be approved has been circulated to all board members the Sunday before the meeting.
- Upload final corrected copy of minutes to GoogleDrive.

DURING:

- Record minutes of all board meetings.
- Record attendance of board members.
- Keep running record on all votes taken.

AFTER:

- Within seven days of each board meeting, prepare and distribute a draft of the minutes for editing by all board members. Request all board members provide feedback and edits to minutes.
- Include separate list of action items as an addendum to the minutes for easy reference.
- Make needed revisions and circulate amended minutes to all board members at least seven days before the next board meeting. Request all board members provide feedback and edits to minutes.
- Make any further revisions needed and circulate final minutes no later than the Sunday before the board meeting. This version will be voted on and approved as the official set of minutes.

OTHER ANCILLARY DUTIES

- Record minutes of all special elections and annual planning meetings.
- Maintain a digital record of:
 - board members' contact information
 - bylaws
 - minutes
 - financial records
 - current job descriptions

- standards, policies and procedures, and any other documents to be passed to subsequent Secretary.

- Ensure election ballots and all voting records are retained in hardcopy or a digital format and uploaded to the GoogleDrive.
- Assist Chair in typing letters and other correspondence as needed.
- Assist other board members with telephone calls or other clerical duties as necessary and appropriate.
- Review Secretary job description and duties and update as necessary before end of term.
- Arrange conference room reservations for in person board meetings when needed.